



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

313-16
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Application Date May 3, 1973	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
Agency Application No. DCS-10		Date Received JUN 13 1973	Date Completed JUN 18 1973
ACRAT, Division, Subdivision & Administering Office Address Department of Human Resources Court Services Unit 47 Trinity Avenue Atlanta, Georgia		Person to Contact Mr. Charles Ray	
		5. Working Title Assistant Director	6. Tel. No. 656-4464

ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1970 - to date	9. Exact Series Title Special Milk Program Reimbursement Files
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What is the function of the office in which this record series is created?

The Youth Services Unit, headed by the Assistant Director of Social Services, is responsible for the administration and supervision of programs in the State for youths. Included are (1) the administration of detention centers for juveniles (Youth Centers Administration), (2) the supervision of pretrial, trial, post trial, pre-detention and post detention services to juveniles in the State (Court Services Administration).

This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the reimbursement of Federal Funds for the purchase of milk at the YDC and KYDC's. Included are:

1. Form FNS-806 Reimbursement Vouchers
2. Form FNS-23 Notice of Approval or Renewal
3. Related Correspondence

Files are filed chronologically by center.

ATTACH SAMPLES OF THE FILE

EQUIPMENT DESCRIBED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	25	.5		less than 1	.50
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office	In Storage Area
				7	
				This Year	Last Year
			AVERAGE REFERENCES	1	0
				0	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept # 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Federal Guide to Record Retention Requirement Section 1.12.3

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Cut off at end of each fiscal year; hold in current files area for 1 year or until State audit is completed (whichever is later). Transfer to State Records Center and hold for 2 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Allen A. Spaulsch</i>	5-4-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Charles T. Ray</i>	5-7-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	6-14-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Barry W. Johnson</i>	6-13-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shull</i>	6-18-73

**STATE RECORDS
COMMITTEE**

CLAIMS FOR REIMBURSEMENT FILES - EXPLANATION OF YES ANSWERS, ITEMS
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- 20-21. EDP printouts are obtained in requirements for federal reporting.
- 22. This series is affected by federal funds therefore, records would be required to be kept three years if audited and five years if not audited after the fiscal year in which the records were created.